
Arizona Department of Education

Year End Enrollment *Code Descriptions*

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1 Introduction

Overview

This document serves as an overview of the codes used for reporting Year End Enrollment data, as well as the methodology used in gathering the data. Examples are included.

Background

The Year End Enrollment report, provided annually by districts and charter schools is used for multiple purposes, including the calculation of graduate, enrollment, and dropout counts, as well as dropout and activity rates. In turn, these data are used for federal reporting, Arizona School Report Cards, and the Achievement Profiles (outlined in Proposition 301).

Districts are responsible for ensuring the reporting of Year End Enrollment for the charter schools that they sponsor.

Reporting Requirements

Beginning with the submission of data for FY 2001, Year End Enrollment will be reported to the Research and Policy Division of ADE. Year End Enrollment data are necessary for the calculation of dropout rates, which are a required part of the Achievement Profiles.

Failure to submit Year End Enrollment may jeopardize classroom site funds according to A.R.S. 15-241

For FY 2001, Year End Enrollment data must be submitted no later than September 15, 2001.

There are two methods for submitting data.

- The online application required for submission will be available by September 1, 2001. The application will be available via ADE's Common Logon system.
- Submissions may be 'dropped' directly via text files. However, text files must meet the file format specifications, and will not be processed until the online application is functional.

Codes Overview

Year End Enrollment includes five sets of codes that describe several types of activity during a reporting year: The following table identifies each code types and provides the page number where you can learn more about the codes.

Activity Type	Code	Page
Original Entry	E	3
Re-entry	R	12
Summer Activity	S	18
Withdrawal	W	6
Year end Status	vary	14

2 Original Entry Codes

Original Entry Code Descriptions

The following table identifies each of the original entry codes and describes their use.

Code	Description
E1	Student entering Arizona public school <u>for the first time this school year</u> ; last school attended was this school
E2	Student entering Arizona public school <u>for the first time this school year</u> , last school attended was another school within this district (i.e. not this school).
E3	Student entering Arizona public school <u>for the first time this school year</u> ; last school attended was outside this district, but within the state of Arizona. (includes other options such as not enrolled in any school the prior year or enrolled in a private school the prior year)
E4	Student entering this school who was previously enrolled this school year in another Arizona public school <u>outside the district</u> .
E5	Student entering this school who was previously enrolled this school year in another Arizona public school <u>within the district</u> (i.e. not this school).
E6	Student entering Arizona public school <u>for the first time this school year</u> ; last school attended was <u>outside the state of Arizona</u> (can be from another state, or another country, e.g. Mexico).
E7	Student entering Arizona public school <u>for the first time this school year</u> , who was coded by previous school as a dropout (W5); last school attended was another school within this district (not this school).
E8	Student entering Arizona public school <u>for the first time this school year</u> , who was coded by previous school as a dropout (W5); last school attended was outside this district, but within the state of Arizona.
E9	Student entering this school who was previously coded this school year in another Arizona public school as a dropout (W5); last school attended was within this district (not this school).
E10	Student entering this school who was previously coded this school year in another Arizona public school as a dropout (W5); last school attended was outside this district, but within the state of Arizona.

Code	Description
E11	Student entering Arizona public school <u>for the first time this school year</u> ; in most recent schooling, student was home taught in the state of Arizona.
E12	Student entering this school <u>for the first time this school year</u> who has <u>NOT received a passing score</u> on the AIMS test; last school attended was <u>this school</u> (applies to fifth year students ONLY, see State Board of Education rules to determine Class Cohort).
	All changes related to the AIMS test will be collected beginning with the Graduating Cohort Class of 2006.
E13	Student entering this school <u>for the first time this school year</u> who has <u>NOT received a passing score</u> on the AIMS test; last school attended was another school <u>within this district</u> (applies to fifth year students ONLY, see State Board of Education rules to determine Class Cohort).
	All changes related to the AIMS test will be collected beginning with the Graduating Cohort Class of 2006.
E14	Student entering this school <u>for the first time this school year</u> who <u>has NOT received a passing score</u> on the AIMS test; last school attended was another school <u>outside this district</u> , but within the state of Arizona (applies to fifth year students ONLY, see State Board of Education rules to determine Class Cohort).
	All changes related to the AIMS test will be collected beginning with the Graduating Cohort Class of 2006.
E15	Student entering Arizona public school <u>for the first time this school year</u> ; last school attended was a <u>state detention facility</u> within the state of Arizona.
E16	Student entering this school who was previously enrolled this school year in a <u>state detention facility</u> within the state of Arizona.
ET	Student transferred from another grade within the same school.
ER	Student transferred from another register within the same grade and school.

Original Entry Codes Examples

The following examples illustrate how to use the original entry codes.

- Michelle attended Mesa High School in 1999-2000, but went to Westwood High School in the 2000-2001 school year. Both schools are in the Mesa Unified School District. She will be coded as E2 at Westwood.
- Shelly attended Window Rock High School, Window Rock USD, in 1999-2000. At the beginning of the 2000-2001 school

year, she returned to Window Rock and was coded as E1. In December, she transferred to Monument Valley High school, Window Rock USD. At Monument Valley she will be coded as an E5.

- Joe enrolled in Mesa High School in 1999-2000 (E1), withdrew (W1) to attend Tempe High (Tempe Union High School District), and then moved back to Mesa Unified School District, but in an area served by Dobson High School. When he enrolls in 1999-2000 at Dobson, he is coded as E5.
- Justin attended Alhambra High School, Phoenix UHSD, in 1999-2000. Before the end of the school year, the school learned that he had dropped out (W5). Justin re-entered Central High School, Phoenix UHSD, at the beginning of the 2000-2001 school year. He was coded as E7 at Central High School, Phoenix UHSD.
- Scott attended Goldwater High School as a senior in 2001-2002. He completed all course study requirements for high school graduation, but did not receive a passing score on the AIMS test. Scott re-enrolled in 2002-2003 in the same school as a fifth year student. He was coded as an E12.⁺
- Frank attended Desert View High School in 1999-2000. Before the end of the school year, the school was notified that Frank had been transferred to the Catalina Mountain School, a juvenile correctional facility. He was coded by Desert View High School as a W10. At the beginning of the 2000-2001 school year, Frank returned to the same school and was coded as an E15.
- In 2000-2001, Bonnie is a tenth grade student at Kingman High School, enrolled as an E1. She withdrew (W1) to attend a private school, and re-entered Kingman High before the end of the same school year with enough credits to be in eleventh grade. She will be enrolled in the eleventh grade as an ET.

3 Withdrawal Codes

Withdrawal Codes Overview

Withdrawal codes can be categorized into the following groups:

- Transfers
- Dropouts
- Mid-Year Graduate / Completer

Withdrawal Codes: Transfers

The following table identifies each of the withdrawal codes used for transfers describes their use.

Code	Description
W1	The student has withdrawn to continue studies in another school. The student transfers to another school or educational program--public or private--which meets Arizona requirements for obtaining a high school diploma. This code also applies to students who have been accepted into an early admission college program so long as that student is attending college full-time and is working toward an Arizona high school diploma.
W9	Home Taught. The student is withdrawn from public school system to be home taught. After filing an affidavit with the County School Superintendent, the student transfers out of the public school system to be taught at home. Verbal notification from a responsible adult is sufficient to apply the W9 code.
W10	Detention. The student is withdrawn because he or she was transferred to a state detention or correctional facility. The student has been transferred to a state of Arizona detention facility. Students receive educational services while at a state of Arizona detention facility. Verbal notification from a responsible adult is sufficient to apply the W10 code.

The following example illustrates how to use the transfer withdrawal codes.

- Jeremy was sent to Adobe Mountain during the middle of his junior year at Coronado High School. While incarcerated at Adobe Mountain, he participated in an education program in anticipation of graduating from high school in his senior year.

Coronado High School coded Jeremy as W10 (Transfer: Detention).

Withdrawal Codes: Dropouts

The following table identifies each of the withdrawal codes used for dropouts and describes their use.

Code	Description
W2	<p>Illness. The student has been withdrawn due to chronic illness.</p> <hr/> <p>Withdrawal may not be required; refer to district's chronic illness policy.</p> <hr/>
W3	Expelled. The student has been withdrawn due to expulsion or long term suspension.
W4	<p>Absence / Status Unknown. The student has been withdrawn due to a 10 consecutive days of unexcused absence, status or location is unknown to the school or school district.</p> <p>The withdrawal code W4 (Absence) must be used when the student has ten consecutive days of unexcused absence or when the student's status or location is unknown. The effective date of withdrawal is the last day of actual attendance.</p>
W5	<p>Dropout. The school received verification that student has withdrawn from school; student does not intend to complete requirements for a high school diploma.</p> <p>Withdrawal code W5 should be used for students who have intentionally dropped out of school, except for the following reasons:</p> <ul style="list-style-type: none"> ■ chronic illness ■ to receive a GED certificate ■ transfer to a juvenile correctional facility <p>Any student who was withdrawn under the codes W2, W3, W4, W5, W11, and W12 and did not return to school before the end of the school year will be counted as dropouts in the annual Dropout Rate Study. In order to present additional information about the status of students coded with dropout-related codes, however, these withdrawal categories will be disaggregated.</p>
W6	Age. The student is not of school age (under 6 or over 21 years of age).
W11	GED. The student withdrew from school expressly for the purpose of obtaining a GED. Students of high school age must withdraw to take the GED test. Verbal notification at the time of withdraw is sufficient to apply the W11 code.
W12	Vocational School. The student withdrew to continue studies at a technical or vocational school; this includes ALL schools or education programs that DO NOT meet Arizona requirements for obtaining a high school diploma.

Code	Description
	Verbal notification from a responsible adult is sufficient to apply the W12 code.

The following examples illustrate how to use the dropouts withdrawal codes.

- Kathy was attending tenth grade at Sahuaro High School in the Tucson Unified School District. She was absent for more than two weeks, and her whereabouts were unknown. The school attempted to locate her but was unable to find sufficient information that Kathy was enrolled elsewhere. She was coded as a W4 (Withdrawn, Absence/Status Unknown).
- Sarah withdrew from Greenway High School to take the GED test. She was withdrawn from school using the W11 code.
- Michelle left Cactus Shadows High School and enrolled in a Nurse Assistant course at a local nursing home. Since the vocational school does not meet the Arizona requirements for graduation, Michelle will be withdrawn using the W12 code (Transfer: Vocational School).

Withdrawal Codes: Mid-Year Graduate / Completer

The following table identifies each of the withdrawal codes used for mid-year graduates and completers, and describes their use.

Code	Description
W7	Graduate. Student has completed course of study requirements for high school and received a passing score on the AIMS test (applies to mid-year graduates). Graduates are issued a high school diploma by the school district.
	All changes related to the AIMS test will be collected beginning with the Graduating Cohort Class of 2006.
W8	Deceased.
W13	Completed (AIMS). Student has completed course of study requirements for high school or Individual Education Plan but DID NOT receive a passing score on the AIMS test (applies to mid-year completers). Completers have concluded their high school education and are not expected to re-enroll.
	All changes related to the AIMS test will be collected beginning with the Graduating Cohort Class of 2006.
	Currently, there is NOT an official policy on completers or attendees. The definitions in this document will be revised to reflect State Board of Education policies, once

Code	Description
	established.
WT	Transferred. Student transferred to another grade within the school. If a student is promoted or demoted to another grade within the same school, use the WT withdrawal code to withdraw the student from the grade he or she was enrolled in, and use an ET to enter the student into the new grade.
WR	Transferred. Student transferred to another register within the same grade and school.

The following example illustrates how to use the mid-year graduates / completers codes.

- Before the end of her senior year, Mary completed her high school course of study requirements but DID NOT receive a passing score on the AIMS test. Mary is not expected to return to school. Mary is NOT a graduate; she is coded a W13 (Withdrawn, Completed: AIMS)

All changes related to the AIMS test will be collected beginning with the Graduating Cohort Class of 2006.

- After Reuben had missed several days of school, the school counselor called Reuben's home. Reuben's mother said that he had moved to California to live with his sister and was enrolled as an eighth grader in Sacramento Elementary School. Reuben was withdrawn as a transfer student (W1).

Documentation of Withdrawal

An Official Notice of Pupil Withdrawal form must be completed for each student who withdraws during the school year.

Documentation helps to ensure uniform and comparable data across schools. In general, documentation of transfer to another school (W1) consists of one of the following:

- Request from another school for transcript or student records
- Information from a responsible adult that the student is enrolled elsewhere

Request for Transcript

A request from another school for transcript or other official school records will suffice to verify that a student has transferred to another school. The student's record should indicate the date the transcript request was received, along with the name and address of the school to which the student has transferred.

Arizona law requires Arizona schools to request school records quickly and exercise diligence in obtaining those records.

“Within five school days after enrolling a transfer pupil from a private school or another school district, a school shall request directly from the pupil’s previous school a certified copy of his record. The requesting school shall exercise due diligence in obtaining the copy of the record requested” (ARS §15-828 F).

After transmittal of the records, it is not necessary to verify actual enrollment in the new school or to follow up with the student any further.

Notification of Current Enrollment by a Responsible Adult

In the absence of a transcript request, notification by a responsible adult is acceptable evidence of transfer if it confirms actual enrollment in another school and not just the intent to enroll.

“Responsible adult” is not limited to immediate family; the definition includes a school official, faculty member, or other adult with responsibility for the student (e.g., truant officer, medical doctor, corrections official, etc.).

Schools should attempt to get written notification if possible. Verbal notification should be documented in the student record in the same manner as a request for transcript.

Notification by the County School Superintendent

A.R.S. §15-802(B)(3) allows a student to be taught at home after certain requirements are met. The parent must file an affidavit with the County School Superintendent that the child is attending a regularly organized private or home school and the student is required to take achievement tests. However, to document a withdrawal to be home taught (W9), a record of verification from the County School Superintendent that the parent has filed the affidavit is NOT required. Verbal notification from a responsible adult is sufficient to apply the W9 code.

Changes in Withdrawal Codes

The withdrawal codes should be changed retroactively during the school year if additional information becomes available before the Year-End Enrollment Report is filed. Since withdrawal codes W2, W3, W4, W5, W11, and W12 are used to calculate dropout rates, it is to a school’s advantage to re-code those students whenever possible.

The date of withdrawal must not be changed.

The withdrawal codes NOT used in the dropout rate calculation are:

- Transfer, (W1)
- Age (W6)
- Graduate (W7)

- Death (W8)
- Transfer: Home Taught (W9)
- Transfer: Detention (W10), student is receiving educational services
- Completer (W13)

The following example illustrates how to change a withdrawal code:

- Luis was absent for two weeks, and his whereabouts were unknown. He was withdrawn as a W4. A week later, the school received a request from Maui High School in Hawaii for his school records. Luis's withdrawal was reclassified from a W4 (Absence/Status Unknown) to a W1 (Transfer).

4 Re-Entry Codes

Re-Entry Codes Overview

Re-entry (R) codes are used to re-enroll students who were enrolled in the same school and grade earlier in the school year. They correspond exactly to the withdrawal codes W1 through W6 and W9 through W12. For example, a student who was withdrawn as a dropout (W5) should be coded as an R5 when returning to school before the end of the year.

Re-entry codes should never be used for incoming transfer students (as they used to be); they are used only for students who withdrew from and later returned to the same school and grade.

In more recent reporting years (i.e. before FY 2001), re-entry codes have not been collected. However, beginning with FY 2001, the Arizona Department of Education will require the reporting of re-entry code data.

Re-Entry Codes Descriptions

The following table identifies each of the withdrawal codes used for transfers describes their use.

Code	Description
R1	Student re-entering after withdrawing from this school as a W1.
R2	Student re-entering after withdrawing from this school as a W2.
R3	Student re-entering after withdrawing from this school as a W3.
R4	Student re-entering after withdrawing from this school as a W4.
R5	Student re-entering after withdrawing from this school as a W5.
R6	Student re-entering after withdrawing from this school as a W6.
R9	Student re-entering after withdrawing from this school as a W9.
R10	Student re-entering after withdrawing from this school as a W10.
R11	Student re-entering after withdrawing from this school as a W11.
R12	Student re-entering after withdrawing from this school as a W12.

There are no re-entry (R) codes that correspond to W7 (Graduate) and W8 (Deceased).

5 Year End Status Codes

Year End Status Codes Description

Every student who is enrolled at the end of the school year should be assigned one of the following year end status codes:

Code	Description
G	<p>Graduated. Graduates are issued high school diplomas from the school district. Student either</p> <ul style="list-style-type: none">■ Completed course of study requirements and received a passing score on the AIMS test; or■ Completed Individual Education Plan requirements and received a passing score on the AIMS test (used only in grades 11, 12, or the equivalent in ungraded secondary). <p>All changes related to the AIMS test will be collected beginning with the Graduating Cohort Class of 2006.</p>
C	<p>Completed. Completers have concluded their high school education and are not expected to re-enroll. Student either</p> <ul style="list-style-type: none">■ Completed course of study requirements but DID NOT receive a passing score on the AIMS test■ Completed Individual Education Plan requirements but DID NOT receive a passing score on the AIMS test (used only in grades 11, 12, or the equivalent in ungraded secondary). <hr/> <p>All changes related to the AIMS test will be collected beginning with the Graduating Cohort Class of 2006.</p> <p>Currently, there is NOT an official policy on completers or attendees. The definitions in this document will be revised to reflect State Board of Education policies, once established</p>
A	<p>Attended. Attendees have concluded their high school education and are not expected to re-enroll. Students</p> <ul style="list-style-type: none">■ NEITHER met course study requirements or Individual Education Plan■ NOR received a passing score on the AIMS test■ Or turned 22 years of age■ Or was a twelfth grade foreign exchange student (used only in grades 11, 12, or the equivalent in ungraded secondary).

Code	Description
	<p>All changes related to the AIMS test will be collected beginning with the Graduating Cohort Class of 2006.</p> <p>Currently, there is NOT an official policy on completers or attendees. The definitions in this document will be revised to reflect State Board of Education policies, once established.</p>
SA	<p>Still Enrolled (AIMS). Student is still enrolled because student</p> <ul style="list-style-type: none"> ■ Fulfilled course of study requirements but DID NOT receive a passing score on the AIMS test ■ Completed Individual Education Plan requirements but DID NOT receive a passing score on the AIMS test (used only in grade 12 or the equivalent in ungraded secondary).
	<p>All changes related to the AIMS test will be collected beginning with the Graduating Cohort Class of 2006.</p>
SC	<p>Still Enrolled (Course Study Requirements).</p> <p>Student is still enrolled because the student either</p> <ul style="list-style-type: none"> ■ DID NOT meet course of study requirements for graduation but received a passing score on the AIMS test ■ DID NOT complete Individual Education Plan but received a passing score on the AIMS test (used only in grade 12 or the equivalent in ungraded secondary).
	<p>All changes related to the AIMS test will be collected beginning with the Graduating Cohort Class of 2006.</p>
SE	<p>Still Enrolled (Met No Requirements).</p> <p>Student is still enrolled because student:</p> <ul style="list-style-type: none"> ■ NEITHER met course study requirements ■ NOR received a passing score on the AIMS test ■ Or NEITHER completed Individual Education Plan ■ NOR received a passing score on the AIMS test (used only in grade 12 or the equivalent in ungraded secondary).
	<p>All changes related to the AIMS test will be collected beginning with the Graduating Cohort Class of 2006.</p>
P	<p>Promoted. Student was promoted to the next grade (used in all grade levels except grade 12 or the equivalent in ungraded secondary).</p>
R	<p>Retained. Student was retained in the same grade.</p>

Year-End Enrollment Codes Examples

The following examples illustrate how to use the year-end enrollment codes.

- Steve completed his high school course of study requirements, received a passing score on the AIMS test and left school at the end of the first semester. He was withdrawn and coded as a W7 (an early Graduate). Steve was not assigned a Year End Status code because he was not enrolled at the end of the school year.

All changes related to the AIMS test will be collected beginning with the Graduating Cohort Class of 2006.

- At the end of her senior year, Mary completed her high school course of study requirements but DID NOT receive a passing score on the AIMS test. Mary has concluded her high school education and is not expected to re-enroll. Mary's Year End status code was a C (Completed).

All changes related to the AIMS test will be collected beginning with the Graduating Cohort Class of 2006.

Currently, there is NOT an official policy on completers or attendees. The definitions in this document will be revised to reflect State Board of Education policies, once established

- At the end of his senior year, Michael completed his high school course study requirements but DID NOT receive a passing score on the AIMS test. Because Michael is expected to re-enroll, he is coded as an SA (Still Enrolled: AIMS).

All changes related to the AIMS test will be collected beginning with the Graduating Cohort Class of 2006.

- At the end of her senior year, Jacky did not complete her course study requirements and DID NOT receive a passing score on the AIMS test. Because Jacky is expected to re-enroll, she is coded as an SE (Still Enrolled: Met no Requirements).

All changes related to the AIMS test will be collected beginning with the Graduating Cohort Class of 2006.

- Jennifer is one of 120 students who successfully completed the eighth grade at Desert Palms Elementary School. Her Year End Status code is P (Promoted) not G (Graduated).
- Helga was a foreign exchange student from Austria, a twelfth grader at Apollo High School. At graduation, the school presented her with a Certificate of Attendance to recognize her successful completion of the year. Because Helga's Austrian

classes did not fulfill all the necessary requirements for graduation, and she is not expected to re-enroll, Apollo High School could NOT issue her a high school diploma. Her Year End Status code was an A (Attendee).

Currently, there is NOT an official policy on completers or attendees. The definitions in this document will be revised to reflect State Board of Education policies, once established

- Janice was a 21-year-old special education student who will have her 22nd birthday during the summer. Although she did not qualify for a regular diploma, her school issued a Certificate of Attendance to acknowledge her attendance over the years. Her Year End Status code was an A (Attendee).

Currently, there is NOT an official policy on completers or attendees. The definitions in this document will be revised to reflect State Board of Education policies, once established

6 Summer Activity Codes

Summer Activity Codes Description

All students who are enrolled at the end of the prior school year are expected to enroll at the beginning of the next school year unless they graduated from school. As soon as practical after the school year begins, each school or district should generate a list of students who failed to enroll at the beginning of the school year. These students' names should not be entered into a register, but the list must be maintained until the school's Year End Enrollment reports are filed. In addition, these students should be assigned a summer activity code, similar to the school year withdrawal codes, to designate their status.

Code	Description
S1	Summer TRANSFER: OUTSIDE DISTRICT. Student transferred to school outside the district.
S99	Summer TRANSFER: WITHIN DISTRICT. Student transferred to another school WITHIN the district.
S2	Summer ILLNESS. Student will not be returning to school due to illness. (same criteria as W2)
S3	Summer EXPELLED. Student will not be returning to school due to expulsion. (same criteria as W3)
S4	Summer ABSENCE/STATUS UNKNOWN. Students who are enrolled at the end of the prior school year but fail to show at any time during the next school year and whose status or location is unknown to the school or school district.
S5	Summer DROPOUT. (same criteria as W5)
S6	Summer AGE. (same criteria as W6)
S7	Summer GRADUATE. Student met course of study requirements and received a passing score on the AIMS test. (same criteria as W7).
All changes related to the AIMS test will be collected beginning with the Graduating Cohort Class of 2006.	
S8	Summer DECEASED. (same criteria as W8).
S9	Summer TRANSFER: Home Taught. (same criteria as W9).

Code	Description
S10	Summer TRANSFER: Detention. Withdrawn because student was transferred to a state detention or correctional facility. (same criteria as W10).
S11	Summer GED. Student withdrew to receive a GED certificate. (same criteria as W11)
S12	Summer TRANSFER: Vocational School. (same criteria as W12)
S13	Summer COMPLETER. Student met course study requirements but DID NOT receive a passing score on the AIMS test. (same criteria as W13)
<hr/> All changes related to the AIMS test will be collected beginning with the Graduating Cohort Class of 2006. Currently, there is NOT an official policy on completers or attendees. The definitions in this document will be revised to reflect State Board of Education policies, once established. <hr/>	

Which Schools Are Responsible For Reporting

Schools are responsible for reporting summer activity codes for student who were enrolled at the end of the prior school year, whether in their school or promoted from their feeder school(s). Registration for the next grade, no matter when it occurs, is not the beginning of a school's reporting obligation. That is, a high school that pre-registers eighth graders should not use its pre-registration roster for anticipated ninth grade enrollment.

Staff time can be consumed searching for students who are no longer their responsibility (e.g., the student was not promoted from eighth to ninth grade or the student left the feeder school between ninth grade registration and the end of the school year), and dropout counts will be artificially inflated.

Feeder schools should supply the school or district receiving their students with a list of students who were promoted at year end. At that point, the receiving school's responsibility for reporting the student's status begins. Students coded as Absent or Status Unknown (W4) will be reported on the Year End Enrollment Report for the grade for which the student was expected to enroll.

Changing Summer Activity Codes

The summer activity codes may be changed if information becomes available before the Year End Enrollment Report is filed. If a student who failed to enroll at the beginning of the year later enrolls, his or her name should be removed from the list and entered into the register.

Since summer activity codes S2, S3, S4, S5, S11, and S12 are used to calculate dropout rates, it is to a school's advantage to reclassify those students whenever legitimately possible.

Summer Activity Codes Examples

For example, students who transferred to a school outside the district over the summer should be coded S1 (Transfer). The same evidence -- transfer request or notification by a responsible adult -- is required as during the school year. Please note: this does not apply to students who transfer to another school within the same district. The S1 code is slightly different than the W1 code used for students who transfer to other schools during the school year. During the school year all students who transfer to another school during the school year are coded W1. Only students who transfer to a school in another district during the summer should be coded S1.

- Susan was expected to attend Mesa High School in 2000-2001, but she decided to attend Westwood High School, another school in the Mesa Unified School District. Since she is still in the district, she should not be assigned any summer withdrawal codes. Westwood High will code Susan as an E2.
- Michael found a job over the summer and decided to drop out of school. He was assigned the summer activity code S5 (Dropout). In November, Michael lost his job and he returned to school. At that time, Michael re-enrolled in another school in the district and was coded an E7 (entering school for the first time, previously coded as a dropout). His summer activity code was deleted.
- Penny was enrolled at Thunderbird High School, Glendale Union High School District, during the 1999-2000 school year, but she did not return in the Fall of 2000. The school's attempts to locate Penny were unsuccessful. Thunderbird coded her as an S4 (Absent/Status Unknown). Early in September, however, Barry Goldwater High School, Deer Valley Unified School District, requested a copy of her transcripts. Thunderbird re-coded Penny as an S1 (Transfer).
- Victor was enrolled at Peoria High School during the 1999-2000 school year, but he did not return in the Fall of 2000. Victor was coded as an S4 (Absent/Status Unknown). However, early in the 2000-2001 school year, the school was informed that Victor had been transferred to the Adobe Mountain School, a state juvenile correctional facility. Peoria re-coded Victor as an S10 (Summer Transfer, Detention).

7 Data Collection Procedure

During The Academic Year

Year End Enrollment for FY 2001 begins with the Summer of 2000 and ends with Spring 2001. Throughout the year, a student can generate a lot of codes! For example, look at the figure below depicting two students' codes in a fictional high school:

Two Example Students:

Student A

E1 → W5 → R5 → W1 → R1

Student B

E1

Student A clearly exited and reentered this fictional school more than did Student B. Prior to FY 2001, data collection procedures for Year End Enrollment would yield similar codes at year end for these two students, because back then, we “reverted to the original entry code”. That is, rather than recording a reentry for the student, you would have simply deleted his preceding withdrawal. But, no longer!

Cumulative Coding

Now the practice of deleting previous withdrawals is incorrect. Starting with 2000-2001, coding is cumulative, in that codes are not deleted as a student reenters a school. Similar to a cumulative enrollment file, the new Year End Enrollment report will represent a total number of entries, exits, reentries, etc.

Consider the example in the figure above for Students A and B. If this fictional school only had two students, Year End totals for 2000-2001 would be as follows:

<u>E1</u>	<u>W1</u>	<u>W5</u>	<u>R1</u>	<u>R5</u>
2	1	1	1	1

Putting It All Together: Example

Below some fictional students and their enrollment activities for a reporting year are described. After each student is described, the data that would result are shown.

Student Cumulative Enrollment Activities

- Alfred is a White, male tenth-grade student who enrolled at Anytown High School in November (E16). He is a transfer student; he was previously enrolled this school year at a State of Arizona detention facility. In January, Alfred is withdrawn to be enrolled in another State of Arizona detention facility (W10). In March, he returns and reenrolls at Anytown High School (R10). In May, Alfred drops out of school (W5) and does not return by the end of the school year (no year end status code).

Alfred's codes: E16, W10, R10, W5. (No year end status code)

- Bernadette is a White, female tenth-grade student who enrolled at Anytown High School. Anytown H.S. was the first school she was enrolled in this school year; last year, she attended Arizona High School, another school within the same district (E2). Bernadette is enrolled all year, and is promoted at the end of the year to eleventh grade (year end status code = P).

Bernadette's codes: E2, P.

- Chris is a Hispanic, male tenth-grade student who enrolled at Anytown High School at the beginning of the school year; he finished last year here at Anytown H.S. (E1). Chris is enrolled all year, and is promoted at the end of the year to eleventh grade (year end status code = P).

Chris' codes: E1, P.

- Dolores, a Hispanic female, enrolled in the tenth grade at Anytown High School in October. Her family moved to Arizona from Fort Worth, Texas, where she attended Lone Star High School until now (E6). In December, her family moves back to Fort Worth where she'll be attending high school, so she is withdrawn from Anytown High School (W1). However, in late April, her family moves back to Arizona and she re-enrolls in Anytown High School (R1). At the end of the year, she has not earned enough credits to be promoted, and she is retained in tenth grade (year end status = retained).

Dolores' codes: E6, W1, R1, R.

- Edward is a Hispanic male who attended Anytown High School last year, and is enrolled at Anytown H.S. again at the start of this year (E1). In January, he is absent from school for

ten consecutive days, and school officials are not able to reach his family by telephone or mail. Edward is withdrawn and his status is unknown (W4). However, two weeks later, a request for transcripts is made by another high school in Phoenix. Edward's withdrawal code is CHANGED at Anytown H.S. to indicate that he has transferred to another high school (~~W4~~ → W5). Edward does not receive a year end status code at Anytown H.S. because he transferred out and did not return before the end of the year (no year end status code).

Edward's codes: E1, W1. (No year end status code)

- Frederick is an Asian, male student who was enrolled in ninth grade last year at Anytown H.S. He was expected to enroll in tenth grade this year at Anytown H.S., but he hasn't come to school yet. Calls and letters to his home have gone unanswered, and Anytown H.S. staff has received no request for transcript information for Frederick. Frederick is coded as a summer status unknown (S4). He does not return all year long, nor is any additional information learned about his academic status (no year end status code).

Frederick's codes: S4. (No year end status code)

**Year End Enrollment
Report**

Assume that Alfred, Bernadette, Chris, Dolores, Edward, and Frederick were the only students enrolled at Anytown High School all year. The data that should be reported by Anytown High School's district are shown below.

Total for each Code, Ethnicity, and Gender combination for the example data; (those combinations not shown would equal zero):

E1HM	2
E2WF	1
E6HF	1
E16WM	1
W1HM	1
W1HF	1
W5WM	1
W10WM	1
R1HF	1
R10HF	1
S4AM	1
PWF	1
PHM	1
RHF	1

8 Using Year End Enrollment Data

Data that you submit as part of the Year End Enrollment report are used by ADE in many ways, including enrollment counts, counts of graduates, transfer activity rates, and dropout rates.

You may compute an unduplicated enrollment count for a school as follows:

Formula: Unduplicated Enrollment Count for a School

Total E Codes – Total W Codes + Total R Codes = Unduplicated Year End Enrollment for a School

Other formulas, such as dropout rates and transfer activity rates, vary depending upon the level of analysis (school vs. district vs. county vs. state). If you would like information regarding these formulas, consult the appropriate ADE report or contact the ADE Research and Policy Division.

Anytown High School Example

Using the example data shown in “*Putting It All Together: Example*” on page 22, an unduplicated enrollment count may be calculated for Anytown High School:

$$5 - 4 + 2 = 3$$

Three students were enrolled at year's end.

Unduplicated Year End Enrollment should equal the total number of year end status codes.

9 Contact Information

If you have questions about the Year End Enrollment report, or of the use of these data, please contact the Research and Policy Division of the Arizona Department of Education at (602) 542-5151.